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March 4, 1948

MEMORANDUM TO EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT

SUBJECT: REQUEST FOR ADJUSTMENT OF FBI DEPARTMENTAL T/O AND PERSONNEL CEILING

1. In order to implement the recently concluded arrangement between FBI and the British Broadcasting Corporation whereby FBI is committed to furnish BBC a daily file of 25,000 words of material monitored from Latin American and Far Eastern radio transmitters, the following changes in the FBI T/O and personnel ceiling are requested:

EDITORIAL DIVISION

Wire Service Section

add: a. Four Information & Editorial Specialists, CAF-9

Two Information & Editorial Specialists, CAF-7

b. One Teletypist, CAF-5

Five Teletypists, CAF-4

2. (a) Six additional editors are needed to prepare and edit the 25,000 words of coverage. This will provide the FBI Wire Service Section with one additional editor for the normal 0800-1600 hours day shift, two additional editors for the 1600-0000 hours shift, and two additional editors for the 0000-0800 hours shift. The sixth editor will be used for coverage required on Saturdays and Sundays. This figure of six additional editors makes no provision for annual and sick leaves, but it is believed that these can be absorbed by the Wire Services Section as now set up.

(b) Transmission of the 25,000 words requires the addition of six teletypists. These figures are based on a daily rate of 5,000 words per operator, allowing one additional teletypist to serve on weekends. The CAF-5 teletypist is required for necessary supervision within the Unit.

3. In order that FBI be able to begin transmission of the 25,000 words of coverage to BBC immediately upon completion of the Cyprus Station it is necessary to start recruiting the required personnel at an early date. The establishment of positions named above are necessary from a placement and position control viewpoint before recruitment can be started. It is therefore requested that the FBI Departmental T/O and Personnel Ceiling be increased from 105 to 117.

Brigadier General, USA

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